

SUPERVISOR'S ADA ACTION LIST – EMPLOYEE

On this date the employee told you that he/she has a disability and needs an accommodation.

You informed the employee that the State has a duty to make a reasonable accommodation for a qualified individual with a disability unless it results in an undue hardship.

The employee told you that he/she has the following disability and work related limitations:

The employee suggested the following accommodation to overcome the work related limitations:

You informed the employee that you will provide this information to the ADA Coordinator or Human Resource Representative who will determine if they are a qualified person with a disability, and represent the State in making any reasonable accommodation required by the ADA.

Employee Signature

Date

Supervisor Signature

Date

Cc: Employee
Supervisor
ADA Coordinator confidential file